

Job Title:	Year-Long Teaching Resident	Wage/Hour Status:	Misc Rate
Reports to:	Campus Principal	Pay Grade:	Misc No Pay
Dept/School:	Campus Assigned	Date Revised:	July 12, 2022

Primary Purpose

Assist the teacher in effectively interacting with each component of the educational setting. Observes and learns on the job in preparation for a teaching career while earning a degree and/or certification from a cooperating educator preparation provider. The resident works closely with the mentor teacher and/or the MCL and the teaching team. The resident will assume greater responsibilities throughout the residency year.

Education/Certification

Enrolled in an educator preparation program, working toward a teaching certificate

Special Knowledge/Skills

- Strong organizational, communication, public relations and interpersonal skills
- Knowledge of curriculum and instruction
- Ability to instruct students and manage their behavior

Major Responsibilities and Duties**Instructional Strategies**

1. Identify and address individual students' social, emotional, and behavioral learning needs and barriers.
2. Hold students accountable for ambitious, measurable, high expectations of behavior and engagement.
3. Contribute to a culture of respect, enthusiasm, and rapport.
4. Manage student behavior during transitions and less structured time (such as recess, lunch).
5. Monitor independent work time in classroom while teacher provide instruction.
6. Co-Plan with the mentor teacher and teacher team.
7. Ensure a high-standards, differentiation-ready curriculum.
8. Plan backward to align lessons, activities, and assessments with high-expectation standards & curriculum.
9. Implement and suggest improvements to instruction that develop higher-order thinking skills and is personalized, reflecting the levels and interests of individual students.
10. Provide small-group instruction under the direction of and using tools/rubrics of the mentor teacher and teacher team.
11. Supervise student skills practice, projects, and digital learning.
12. Co-Teach with the mentor teacher and teacher team.
13. Lead whole-group instruction under the direction of the mentor teacher.
14. Participate in instructional planning, data review, and assessment design with mentor teacher and teacher team.

Student Management

15. Counsel with students and parents regarding academic, social progress, and attendance.
16. Act as a positive role model and communicate the mission, vision, and goals of the school to students, colleagues, parents, and families.
17. Establish, maintain, and communicate with campus and District administration clear expectations for student behavior.
18. Organize a safe, accessible and efficient classroom for all students while leading a mutually respectful and collaborative class of actively engaged learners. Policy, Reports and Law.
19. Uphold and enforce school rules, administrative regulations, and Board policy.
20. Establish control in the classroom and administers discipline and punishment in accordance with Board policies and administrative regulations.
21. Compile, maintain, and file reports, records, and other documents required.

Policy, Reports and Law

- 22. Uphold and enforce school rules, administrative regulations, and Board policy.
- 23. Establish control in the classroom and administers discipline and punishment in accordance with Board policies and administrative regulations.
- 24. Compile, maintain, and file reports, records, and other documents required.

Professional Growth

- 25. Participate in staff development activities to improve job-related skills.

Physical and Mental Job Requirements

Maintain emotional control under stress. Frequent standing, stooping, bending, kneeling, pushing, and pulling. Move textbooks, media equipment, desks, and other classroom or adaptive equipment. Follow district safety protocols and emergency procedures. Collaborate and provide support for teachers with:

Terms of Employment

187 Days; Compensation to be established by Board of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

I have read and understood the contents of this job description. I acknowledge that my performance evaluation will be based on stated duties/responsibilities. I am also aware that my position is funded with external funds (State Compensatory Education or federal) and my job duties/responsibilities must comply with the respective Program requirements.

Employee Signature: _____ Date: _____

I hereby certify the above information to be true and correct. The employee will be supervised to ensure that work performed by the individual listed above, is compliant with respective Program requirements.

Supervisor Signature: _____ Date: _____

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, Rosa Ramos at 230-2031; Section 504 inquiries regarding students may be referred to Kelly Ball at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.